



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Minutes of a Community Committee meeting held on the 22nd January 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Sandra Coleman (Chair), Michael Rowe (substituting) Jo Graves, Steve Akers, Ben Bibby, Emily Weaver, Rachel Andrews, Athos Ritsperis, Mike Cahill.

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO
 Katherine Jang, Deputy Town Clerk and Estates Manager
 Tania Kirby, Facilities and Events Officer
 Paolo Oliveri, General Maintenance Operative
 5 Members of the public

CC51	Apologies for absence Apologies were received from Alex Keyser.
CC52	Declaration of interests None received
CC53	Minutes RESOLVED: That the minutes of the committee meeting held on the 6 th November 2023 were signed by the Chair as an accurate record of the meeting.
CC54	Public Participation A resident of Penhurst Gardens spoke about receiving an unsolicited survey about the potential skatepark at the New Street recreation area. They raised concerns about the scale of the proposed skatepark and car parking spaces for Penhurst being used. The Town Clerk responded that nothing concrete has been decided, and that there is a scoping consultation being undertaken to determine the desire for a skatepark in Chipping Norton. Once a concrete plan and design has been identified, surrounding residents will be contacted.
CC55	Committee Action Plan Members noted the ongoing committee action plan.
CC56	The Branch update Members received an update from The Branch CEO on the next stages of the project. The hoardings for the car park have been removed, and now the regular markets can resume. The second phase fitout is now being undertaken, with decoration being undertaken in the next few weeks. Saturday Open Days are being planned for members of the public to walk in and explore the finished building.



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	<p>Citizen’s Advice, Mind, and other organisations will continue partnership working with The Branch.</p>
CC57	<p>Town Hall</p> <p>Members received a report from the Facilities and Events Officer about current bookings at the Town Hall. The Facilities and Events Officer reported that we have had several Town Hall clock specialists in to examine the clock. It has been very difficult to get a reasonable quote as there are very few specialists in this area.</p> <p>The Facilities and Events Officer has had a request through for a wedding booker to use the hanging lights curtain outside the Town Hall. Cllrs mentioned that this might only be visible during the winter months but agreed that if used this should be a chargeable addition. Cllrs discussed that having them outside the entire year may shorten the lifespan, and to have a further discussion with the contractors to discuss.</p>
CC58	<p>Events</p> <p>Members received a report from the Facilities and Events Officer.</p> <p>Cllr Akers proposed that at the Bank Holiday May is used for the Skate in the Park, and 1st June Chipping Norton Pride in the Town Hall.</p> <p>The Mayor mentioned that this would be during school holidays so residents with children can attend.</p> <p>All in favour, motion carried.</p> <p>Cllr Akers extended his thanks to CNTC staff for making the Christmas Lights Switch On event so successful.</p> <p>Cllr Weaver mentioned that the Brew Mondays Cllrs attended would be a potential model for the monthly Cllr Drop-In surgeries that have been taking place. She suggested having a tea/coffee morning advertised as a chat and informal conversation space for community members. Cllr Andrews suggested that the Cost of Living events put on by the Chippy Larder last year were also well attended.</p> <p>Cllr Coleman proposed organising these events in conversation with the Facilities and Events Officer.</p> <p>Cllr Cahill commented on the Youth Club being undertaken at the Town Hall, that the Youth Worker has overstated the number of members attending the youth club. One session that was attended by 15 members who did not re-attend, because there were not the suggested activities (table tennis). Provide feedback to the youth workers.</p> <p>Cllrs were concerned that it was not advertised and that it should be For the Town Clerk to write to the Youth Workers giving feedback on the report.</p>
CC59	<p>Play Areas</p> <ol style="list-style-type: none"> a. Members received an update from the Town Clerk, including a report regarding damaged equipment. <ol style="list-style-type: none"> a. The committee considered the vandalised and damaged rotator swing, and whether to approve the cost of £2450 to remove and



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re-install the equipment.

Cllr Akers proposed to accept the quote for repairing the damaged rotator swing, seconded by Cllr Graves.

RESOLVED: That the quote for repairing the rotator swing is accepted as a cost of £2450.

- b. Members discussed ongoing actions to prevent misuse of the equipment and preventing damage going forward. The Town Clerk reported that there are several steps prior to installing CCTV at the site. The first being implementing signage about how to use the equipment. The Town Clerk suggested installing signage in the first instance, while also scoping out a CCTV plan for the site, so should this be required, it could be implemented straight away. Cllr Akers proposed to agree this plan of action, all in favour, motion carried.

- c. The committee considered the vandalised and damaged memorial bench in the New Street play area, and the cost to replace this with a 1.5 metre bench in a similar style, at a cost of £500.

Cllr Graves proposed to install a similarly sized bench, seconded by Cllr Akers.

RESOLVED: To install a Sandwich Winawood bench at a cost of £500.

Cllrs discussed the naming of the New St play area on an upcoming map of Chipping Norton. Cllrs discussed that young people call it "The Common", whereas others call it "New Street Rec / Play Area."

- b. Members received a report about "No Mow May." The committee considered which areas to trial this policy for the upcoming year and agreed:

- a. Cornish Road play area
- b. New Street recreation area
- c. Cotswold Crescent play park
- d. Evan's Way (Cotswold Gate) play area
- e. Worcester Road Cemetery
- f. St Mary's Closed Churchyard
- g. The Millennium Garden

The Town Clerk and The Mayor will arrange a meeting with the grounds contractor to discuss the trial areas for 2024.

The Town Clerk reported that No Mow May could be tendered into a new grounds maintenance contract as it is up for renewal next year.

Cllrs delegated this work to the Town Clerk.

RESOLVED: For the Town Clerk and Town Mayor to meet with the Grounds Maintenance Contractor and discuss trial areas for 2024, and for the Town Clerk to add No Mow May to the new tender specification for the grounds maintenance contract.



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CC60	Keep Chippy Beautiful Members received a verbal update from the Town Clerk, noting that there are some upcoming litter picks (Saturday 23 rd March 2024 – 10am meeting to the side of the Town Hall steps) and inclusion in the Spring Cemetery Clean Up in April.
CC61	Skatepark Members received a verbal update from the Town Clerk. The Town Clerk and Skatepark User Group will be meeting to discuss the potential design of the skatepark, and then will discuss next steps for applying for planning permission and consulting with residents. The Town Clerk noted that the design specification needs to be approved prior to funding applications. The community consultation has received 500 responses in support of the potential skatepark.
CC62	Flag flying request Members received and considered a request from Chipping Norton Amnesty to fly the Human Rights flag from the flagpole at the Millennium Garden on the following dates: 24 March – International day for the Right to Truth concerning Gross Human Rights Violations and for the Dignity of Victims 25 November – International Day for the Elimination of Violence against Women Cllr Cahill proposed to accept these two dates, seconded by Cllr Akers. All in favour, motion carried. RESOLVED: That the request to fly the Human Rights flag on the 24 th March and 25 th November is accepted and added to the flag flying calendar.
CC63	Date of the next meeting Monday 11 th March 2024

The Chair closed the meeting at 20:20 pm.

Signed as an accurate record.....

Date.....